

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 8/7/2012	(3) CONTACT/PHONE Ken Tasseff 781-5974	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) by approving a new classification, Land Use Technician, setting the salary (salary is unchanged) for the new classification, and reclassifying the 3.0 FTE Permit Technician positions in Fund Center 142 - Planning & Building, to Land Use Technician.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) by approving a new classification, Land Use Technician, setting salary for the new classification, and reclassifying the 3.0 FTE Permit Technician positions in Fund Center 142 to Land Use Technician.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Emily Jackson			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Tami Douglas Schatz, Human Resources Director

DATE: 8/7/2012

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) by approving a new classification, Land Use Technician, setting the salary (salary is unchanged) for the new classification, and reclassifying the 3.0 FTE Permit Technician positions in Fund Center 142 - Planning & Building, to Land Use Technician.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) by approving a new classification, Land Use Technician, setting salary for the new classification, and reclassifying the 3.0 FTE Permit Technician positions in Fund Center 142 to Land Use Technician.

DISCUSSION

During the past year, the Planning and Building Department has been developing and implementing organizational changes that will streamline operations in anticipation of future needs. These include succession planning to address a wave of anticipated retirements, consolidation of divisions into inter-disciplinary teams that leverage diverse talent, and balancing of resources to address customer expectations in an era of fewer resources. On February 14, 2012, the Board of Supervisors accepted a report from the department, detailing their organizational and workforce planning strategies. In support of the organizational changes, County Human Resources along with the Planning and Building Department are conducting a broad review of class specifications used in the department.

On March 28, 2012, the San Luis Obispo County Civil Service Commission approved a revision to the Permit Technician class specification. The representative duties described in the specification were updated and the classification was re-titled to Land Use Technician. The updated language is needed in order to update: (1) the representative duties, knowledge and skills sections to reflect the most current processes and standards in the field, (2) the minimum qualifications to be consistent with other paraprofessional classifications and (3) the title to better reflect the actual current duties, as well as to allow for more flexibility for assignments within the Department and to mirror the title used in similar classifications in other counties. As a result of the change in title, the Position Allocation list must be updated by resolution and three incumbents will be reclassified into the new classification. The salary of the re-titled Land Use Technician classification will remain the same as Permit Technician.

OTHER AGENCY INVOLVEMENT/IMPACT

The Planning and Building Department has been involved in the development of these specifications and concurs with the specifications as proposed. The County Administrative Office and San Luis Obispo County Employees Association (SLOCEA) has reviewed and commented on the proposed specifications.

FINANCIAL CONSIDERATIONS

The salary range for the new classification of Land Use Technician is \$3,386 - \$4,118 per month. At step 1 of the salary range, the salary cost of this position is \$40,644 and the benefits cost for this position is \$25,951 for a total annual cost of \$66,595. The salary range and total annual cost for Land Use Technician is the same as the Permit Technician classification from which it was derived. As such, there is no financial impact associated with this resolution.

RESULTS

The proposed specification better describes the duties assigned to the positions allocated and provides more flexibility to the department in assigning duties to employees. Approval of this re-titled classification and the associated PAL resolution will contribute to a well governed community by maintaining contemporary and accurate classification specifications.

ATTACHMENTS

1. Land Use Technician Specification
2. Resolution - Land Use Technician Specification